

KENTUCKY ADULT EDUCATION FREQUENTLY ASKED QUESTIONS

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Assessment

Q: Do I have to place Post-Assessment Exception Forms in folders of students who post-test before October 1, 2006?

A: No. Revised policy was effective October 1, 2006, and KYAE will make sure auditors are aware of the effective date.

Q: Is the copy of the exception form placed in a local program director file or forwarded to Frankfort?

A: A copy should be placed in the local program director file.

Q: Does KYAE realize most students will have exception forms in their folders?

A: KYAE is aware of this possibility. It is critical that providers accurately record and report all contact and attendance hours. Careful recording of all types of eligible hours will provide a more accurate accounting of student effort and will reveal a truer picture of student attendance and a better tally of hours between pre- and post-testing.

NRS defines [contact and attendance hours](#) as “hours of instruction or instructional activity the learner receives from the program. Instructional activity includes any program-sponsored activity designed to promote student learning in the program curriculum, such as classroom instruction, assessment, tutoring or participation in a learning lab. (Note: Time spent on assessment can be counted only if the assessment is designed to inform placement decisions, assess progress or inform instruction. Time

used to take the GED test, for example, cannot be counted as instructional activity.)”

Q: Is homework countable?

A: See NRS definition of [contact and attendance hours](#). Study time outside the adult education center may be counted as contact and attendance hours with these conditions:

- It must be assigned by the instructor as an instructional activity.
- The instructor must document that the assignment or lesson was completed.
- The instructor must determine a reasonable and appropriate amount of time to record for the assignment or lesson.

Q: Which assessments are covered under the policy that requires a minimum number of hours of instruction?

A: Any subsequent administration of the enrollment assessment (TABE, BEST, CASAS, WorkKeys) is subject to this policy, regardless of terminology – post-testing, interim testing, retesting, progress testing, etc. Programs should not rely exclusively on these assessments to gauge progress. Other tools, such as teacher-made tests, workbook tests and homework assignments, can help assess progress and inform instruction.

Q: May I accept test scores from another agency?

A: To properly document eligibility and ensure placement in the proper NRS level, assessment scores may be accepted only from a KYAE-contracted program or partner.

Q: Can I enroll a student based on the Spanish TABE?

A: No. The Spanish TABE is not an approved assessment for placement into an educational functioning level. KYAE services must be provided in the English language. See [KYAE Policy and Procedure Manual](#), p. 4.

Q. What is the policy on using the TABE locator?

A. KYAE supports using the Locator as a best practice for determining the level of TABE that best targets the student’s skill level. The Locator along with the professional judgment of the instructor should be used in order to administer the appropriate TABE assessment. See [KYAE Policy and Procedure Manual](#), p. 13.

Q. When is it acceptable to not use the TABE locator?

A. There are two scenarios:

1. When a student has already been served in adult education and TABE scores are in the AERIN system.
2. When the student is being assessed for a requirement of an agency, employer or college/university in which a certain score on certain level must be attained. For example, ABC Corporation requires a 10.0 in reading on the D level TABE before being considered for employment.

Q: Another county program enrolled and separated a student using a TABE test. If the student enrolls in my program, do I have to administer a TABE test?

A: No. Use the TABE test that is already in AERIN.

Q: When giving the TABE for enrollment, can I give just a section or do I have to give the full battery (reading, math, language)?

A: NRS guidelines require only one section of the TABE for enrollment purposes, i.e. math. However, if providers choose math, both the computation and applied sections must be given and averaged using the table in the "norms" book to get an accurate functioning level.

NOTE: The assessment should reflect the goals of the student. If the student needs work in all areas in order to meet goals, then the entire battery should be given to properly plan instruction and get a true functioning level.

Q: Can WorkKeys be used as an enrollment assessment?

A: Yes. The process for using WorkKeys as an enrollment assessment is in the [KYAE Policy and Procedure Manual](#), p. 14-15.

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Distance Learning

Q: I registered my student in PLATO but he/she can't access the product. What else do I need to do?

A: As of September 2006, all online students need to be entered in AERIN before gaining access to PLATO, WIN or LiteracyLink. If you haven't yet entered student data, the student is placed in a pending status. After you have added student information and TABE scores and set a goal in AERIN, the student's status in ANGEL will be updated to 'enrolled.' He or she will then be able to access assignments in PLATO.

Q: The county contacts form sent out by KYAE asks for a name to be associated with PLATO, WIN and LiteracyLink. Who should be listed and why?

A: The PLATO, WIN and LiteracyLink contacts must be a trained instructor. Providers are considered trained if they attended one of the KYAE face-to-face sessions. The training could have occurred at your center or at a regional location. Also, the individual listed should be familiar enough with the product to teach with the curriculum. He or she should be interested in working with students studying online. Occasionally, e-mail updates are sent to the PLATO, WIN and LiteracyLink county contacts. The messages contain product information that needs to be shared with other trained instructors in your county.

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Family Literacy

Q: How often do I complete the [Child Education Checklist](#) to show progress?

A: Programs should complete the form only once per year to document improvement in the child component.

Q: Can a grandparent and grandchild enroll in family literacy if the grandparent is not the legal guardian of the child?

A: Yes, as long as the grandparent meets the requirements of a family literacy student.

Q: Can both parents enroll in family literacy with one child?

A: Yes. If both parents are participating in adult education and the other components of family literacy, both may be enrolled with one child.

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GED/OPT

Q: What forms of the OPT should be used?

A: There are five forms of the OPT and all are accepted. However, KYAE discourages using Form PA because it is the version available for retail purchase. Please use the other four forms and use PA only as a last resort.

Q: My student passed three parts of the GED. Does he have to retake the OPT?

A: A student should be retested on the OPT for any part of the GED not passed. The new OPT scores should demonstrate a higher level of knowledge before the GED is attempted again.

Q: Who administers the OPT for GED Secondary School students?

A: The school district is responsible for following the Kentucky Department of Education guidelines for the program and administering the OPT. Each school district will need to designate an authorized signature for the KYAE-6 form. KYAE-funded programs cannot administer the OPT to secondary students because the student is still enrolled in school.

Q: May a student come into the adult education center and request to take the OPT without enrolling?

A: Yes. A student does not have to enroll to take the OPT. The student taking only the OPT would be placed in the assessment only code. However, students should be informed that if they do not pass the OPT, they will need to enroll and demonstrate gains before retaking the OPT.

Q: May we fax/mail/e-mail a student's OPT test to another adult education center?

A: No. Only the scores may be sent to another center. The marked OPT answer sheet is secure material and should never be given out.

Q: State agency children and juveniles in detention are still enrolled in school. May we administer the OPT to these students?

A: These students are in the exception category of the regulation and can take the GED. Since Kentucky requires the OPT, adult education centers may serve these students as assessment only.

Q: What about home schooled students and GED eligibility requirements?

A: The withdrawal date for home-schooled students is the date the student withdraws from home school. Home school is treated like a private high school. The parent notifies the school district the student is being withdrawn from public school to enroll in home school. When home schooling stops, the parent needs to notify the school district the student is no longer being home schooled. This notification is the withdrawal date for purposes of GED testing.

Q: We have an exchange student/immigrant from another country. What documentation does the student need to take the GED test?

A: The student first must make a good faith effort to obtain proof he/she does not have a GED or high school diploma from the other country before being eligible to test. If documentation cannot be obtained, the student may take the GED.

Q: I have a student from another country. May the student use an interpreter/computer language conversion on the GED?

A: No.

Q: English is my student's second language. May the student receive an accommodation of extended time on the GED?

A: No accommodation can be made for English as a second language.

Q: My student is Hispanic and wants to take four subjects in English, but the LAW test in Spanish. Can he do this?

A: Students must take the entire test in one format, English or Spanish. Kentucky does not combine scores from two languages.

Q: If we offer the OPT in Spanish or French, how can we get the essay scored?

A: It is the program's responsibility to score the OPT, including the essay whether in English, Spanish or French. One possibility is to have a Spanish/French teacher directly translate the essay, which the program would then score.

Q: How can a non-English speaking individual register for the GED using the GED Wizard?

A: A non-English speaking person should be assisted with GED Wizard in the same way that individual would be assisted with completing the paper copy of the KYAE-6.

Q: We have a student who has GED scores from another state. What does the student have to do to finish the GED in Kentucky?

A: The student must meet the Kentucky eligibility requirements and submit the following documents to the examiner at least a week prior to testing:

- Completed KYAE-6 form with OPT scores for any subjects the student will be taking in Kentucky.
- Completed demographic form to establish the Kentucky record.
- Official transcript of GED scores from the other state. (Kentucky does not have access to GED scores in other states.)

Q: A student passed the GED, but needs higher scores to satisfy the requirements of an employer. What can the student do?

A: With proof the employer requires higher scores, the student may retest. The proof needs to be presented at the time of testing so the computer will not reject the scores during the edit process.

Q: A student passed the GED, but needs higher scores to meet eligibility requirements for education/course/training. What can the student do?

A: With documentation the educational institution requires higher scores, the student may retest. The proof needs to be presented at the time of testing so the computer will not reject the scores during the edit process.

Q: A judge ordered a student to take the GED. The student is only 15 years of age. Can the student test?

A: No. GEDTS eligibility requirements set the minimum age of testing at 16. The judge's order does not supersede this requirement.

Q: A judge ordered a 16-year-old student to take the GED as soon as possible. The student has been withdrawn from school for one week. Can the student test?

A: The student still must pass the OPT test, but the judge's order supersedes the 90-day wait period.

Q: Why can't adult education centers provide students/employers/educational entities with GED scores from AERIN?

A: GED scores in AERIN are not official. KYAE mails students official scores. Copies for employers and educational institutions must be official scores from the GED database.

Q: We want a GED test center in our county. How do we go about establishing a test center and who pays for it?

A: An adult education center may not be a test center, but testing by a qualified entity may take place at an adult education center. To discuss establishing a test center, contact BJ.Helton@ky.gov. There must be clear documentation of need and viability to support a test center. Test centers receive no state or federal funding. The sponsoring entity and the test fees maintain the test center.

Q: We want the GED test center in the next county to test here, but they want to charge or have a minimum number of examinees. Can they do this?

A: GED test centers receive no state or federal funds and are supported by test fee revenue and financial/administrative support of the sponsoring entity (board of education or community college). The main costs of a test center are the examiner's salary, test batteries, scoring fees, supplies and postage. The test center needs to ensure the test fees cover the costs. Testing a few examinees will not generate sufficient revenue to cover costs.

Q: My student does not have a social security number. How do I enroll her and what will she need to take the GED?

A: Use your location code and assign the student a number. The first student without a SSN in your program will be location code + 0001. The student will use this number for the demographic form and answer sheets on the GED. Mark jurisdiction number (rather than SSN) on the demographic form.

Q: A veteran asked if he could get his GED because he was in the service. Is this possible?

A: He cannot receive a GED; however, veterans of World War II, the Korean War and the Vietnam Conflict may receive a high school diploma from the local school district if they left school to serve in armed forces.

Q: When should a goal of GED be set? Can I wait until the student passes the OPT?

A: No. NRS states that the goal should be achievable within the program year. The goal should be set as soon as it is reasonable to think that the student can attain the goal. Waiting until the student passes the OPT to make it as a goal for the student is manipulating the goal-setting process.

Q: Should the student folder contain a copy of the student GED transcript?

A: No:

- For security reasons, programs should **not** keep a copy of the transcript in student folders. Students are provided an official transcript. Official transcripts, not copies, must be used for employment or postsecondary purposes. Additional official transcripts must be requested from KYAE.
- There is no NRS requirement to retain a copy of the transcript.
- An AERIN screen showing student scores and the ACE/GEDTS statement of passing scores is sufficient for audit purposes.

Q: A student's IEP indicates extended time, but the examiner did not provide extra time. Is the IEP sufficient for allowing an accommodation?

A: No. An IEP may be used as supporting documentation only. All GED testing accommodations must have documentation from a professional diagnostician indicating the disability, the functional limitation and the requested accommodations. Completed accommodation requests are submitted to KYAE for approval prior to testing.

Q: How does a GED graduate get a copy of GED results for employment or entry into postsecondary education?

A: The student must contact Kentucky Adult Education, not the test center. The official transcript is the document that proves GED attainment for employment or entry into postsecondary education. Go to the KYAE Web site, www.kyae.ky.gov, for instructions on how to make a request. There is a \$5 processing fee for a transcript request.

Q: How are GED graduates reported to the Kentucky Department of Education (KDE) for determining drop-out rates?

A: Students who leave high school but earn their GED by October 1 are not counted in a school's drop-out rate. Each year, KDE provides to KYAE a list of students who have dropped out; KYAE matches this list against students who have earned their GED by October 1 and reports the information to KDE. This protocol satisfies FERPA privacy concerns. Because of the state-level data match, release of information concerns, and lack of access to the official GED database, providers should refer school districts to KDE for this information.

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Miscellaneous

Q: How do I find the most recent policy manual?

A: The Kentucky Adult Education Policy and Procedures Manual is posted at www.kyae.ky.gov. Click on Policy link on the left-hand side. The electronic version of the policy manual is always the most up-to-date version and has the latest revision date on the cover. Program directors are notified by e-mail when policy changes are made.

Q: Can my program provide services in another county?

A: No. "Fiscal agents shall provide services only in the counties for which they have contracted."

Q: Can I provide services in Spanish?

A: No. KYAE services must be provided in the English language.

Q: Can my program charge fees?

A: No. "County adult education providers shall not charge students or employers for instructional or other services that are covered by state and federal adult education funds."

Q: How can I find out who does what at KYAE?

A: There are two different sources for information on the KYAE Web site. The [KYAE Staff Listing by Service Topic](#) is a cross-referenced, topical list of staff. ["Please allow us to introduce..."](#) provides more in-depth information about KYAE staff duties. New staff profiles are added monthly.

Q: What do I do with old/surplus equipment purchased with KYAE funds?

A: Contact Terry.Pruitt@ky.gov or Faith.Cirre@ky.gov to let them know the item(s) ready for surplus. Some of these items may be useful to other KYAE programs. Computers must be returned to KYAE for "cleaning" to permanently remove all data. Items cannot be sold or raffled.

Q: Where do I send the inventory list that is required to be submitted every year?

A: E-mail the list to Leah.Disponett@ky.gov.

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National Reporting System (NRS)

Q: What is the NRS?

A: NRS is an acronym for the [National Reporting System](#). This is the federal accountability system for adult education programs funded through the Office of Vocational and Adult Education, U.S. Department of Education. All students in an NRS program will be in an educational level and will be accountable for completing the level in which they enter.

Q. Which goals specifically relate to NRS?

A: Kentucky is held accountable for NRS core indicators – educational level completions, GED attainment, transition into postsecondary education, placement into employment, and job retention/advancement. NRS requires each state to negotiate performance measures in terms of a percentage to be reached for each core indicator.

[Link to NRS Frequently Asked Questions](#)

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Student Folders

Q: How long must I maintain student folders?

A: Student folders must be kept on file for three fiscal years. Source: Enrollment, [Kentucky Adult Education Policy and Procedure Manual](#). Example: In July 2007, providers may shred student folders from 2003-04, thereby retaining three full years worth of records – 2004-05, 2005-06 and 2006-07.

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Travel

Q: What is KYAE's travel policy for providers?

A: "Local providers shall comply with the travel policy of their fiscal agent. Fiscal agents without a formalized travel policy shall use the [state travel policy](#)." Source: Professional Development, [Kentucky Adult Education Policy and Procedure Manual](#).

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